

## Farmers Market Coordinators' Information

### **A FARMERS MARKET COORDINATOR IS RESPONSIBLE FOR THE FOLLOWING:**

#### ***For a new market or at the beginning of the season:***

- New markets must have a “field plan review” of the site completed by your Public Health inspector. The new farmers market plan review fee is \$382.
- Existing market coordinators must pay the annual \$100 coordinator’s fee for the overall market.
- Existing markets need to have all of the common facilities available prior to beginning the season.

#### ***On going responsibilities through the market’s season:***

- The market coordinator or appointed representative must be on site whenever the market is open.
- Coordinators must assure that food vendors have the appropriate temporary food service permit. These permits will either be a Limited Temporary or a Temporary Permit.
- The market coordinator is responsible for monitoring **all** vendors for safe food practices including: temperature control of foods, packaged foods from approved sources, proper set up of a hand washing station and food worker use of handwashing stations.
- Coordinators must assure that vendors preparing food or cutting foods for sampling have food worker permits.
- Coordinators must assure that farmers sampling produce have handwashing available in the booth, wash the produce that will be sampled and have no bare hand contact with the ready-to-eat produce samples.
- The market coordinator’s “checklist for vendors” is to be used by coordinators for each vendor each day the market is in operation.
- Coordinators can accept new food selling vendors during any part of the season with health department district supervisor approval.

For information about Farmers Markets, call the Public Health district office nearest to where the market is located:

Downtown Environmental Health: 206-296-4632

Black River Environmental Health: 206-296-9791

The Farmers Market information packet and temporary permit applications can also be found on our website:  
**[www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness)**

## Definitions of Types of Foods Served at Farmers Markets

- **Commercially prepared and packaged:** These are *non*-potentially hazardous foods that may be sold without a permit. They do not need to meet any food code requirements, as long as they are sold in their original intact package (examples: canned pop, wrapped cookies, bagged chips).
  - Commercially prepared means food prepared in a commercial kitchen site approved by US Department of Agriculture (USDA), Food and Drug Administration (FDA), Washington State Department of Agriculture (WSDA) and/or Public Health – Seattle & King County. Home canned products are never allowed.
  - For further information in Seattle-King County, contact your district Health Department office; for information from WSDA, call Denise Curette at 360-902-1876.
- **Commercially packaged dairy products** may be sold in intact cartons held at 41° F or less. The sale of commercially packaged dairy product may require a limited temporary permit. This includes milk, cheese, yogurt, ice cream, etc. Raw milk must be properly labeled and the raw milk warning prominently displayed.
- **Properly labeled eggs** held at 45°F or less, may be sold by the farmer without a health department permit. Contact Washington State Department of Agriculture for permit and proper labeling requirements.
- **Meat, poultry, rabbit, or seafood** is allowed with restrictions and if Public Health concerns are met. Contact the district Meat/Seafood compliance officer for more information at listed phone numbers.
- **Bulk Foods:** Foods sold in bulk, like coffee beans, dried beans, lentils, granola, whole grains, dried fruit, etc., may be sold bulk if hand-washing is available. There can be no bare hand contact with ready-to-eat bulk foods. If the foods are self-serve, utensils must be available for the public to use.
- **Sampling:** Sampling may take place provided the vendor has **hand-washing in the booth**, protects the samples from contamination, and provides the samples with single service utensils such as toothpicks. Potentially hazardous foods can be sampled as long as they are kept in the correct hot or cold temperature zone, and utensils are used. Disposable serving utensils like toothpicks are to be used for the public. The server's utensils need to be changed or cleaned at least once every two hours in appropriate dishwashing facilities. Permits will be dependent on the type of food sampled. A coordinator may obtain a permit to provide a demo booth for the whole market, and will then be responsible for meeting all the permit requirements.
- **Temporary Full Food Service Permits:** These can be obtained if the vendor meets the temporary permit guidelines. Contact your local Public Health District Office for more information.

## **MARKET COORDINATOR GUIDELINES**

### **MARKET SITE**

#### ***Before the market can open for the first time:***

- ☐ Pay the New Farmers Market Field Plan Review fee.
- ☐ New markets should complete the market field plan review with an inspector from the district office where the market is located. The field plan review will assure the common facilities on site meet the code for hand-washing, plumbed restrooms with hot and cold water, produce washing sink, proper garbage disposal, potable water, and back up refrigeration.

#### ***Before the market opens each year:***

- ☐ Complete the coordinator's checklist and pay the annual coordinator's fee.
- ☐ Complete a review to assure the common facilities still meet the code.
- ☐ Provide vendors with information on how to get a permit, including application deadlines.
- ☐ Review the Market Coordinators' Information sheet to assure that all responsibilities and Public Health expectations are clear and will be able to be followed.

#### ***On each market day:***

- ☐ Market Coordinator or designated representative must be on the market site at all times.
- ☐ Market Coordinator must complete and keep on file a "Market Day Checklist" for each food or sampling vendor on each market day. The inspector will review these during the routine inspections.

### **COMMON FACILITIES**

- ☐ Plumbed or temporary restrooms with handwash setup, warm water, soap, and paper towels must be available and used by food workers.
- ☐ Plumbed or temporary restrooms with hand-washing facilities may be made available for customers.
- ☐ Proper and adequate garbage disposal available.
- ☐ Potable water source convenient to vendors (no garden hoses, drainage to the ground).
- ☐ Three compartment sink or commercial dishwasher, or other approved commissary if needed.
- ☐ Produce washing sink if farmers are providing fruit or vegetable samples. If farmers bring their produce samples prewashed they need to provide the coordinator with a written plan that includes where and how the produce is washed.

### **COORDINATORS ASSURE THAT INDIVIDUAL VENDORS**

- ☐ All vendors have all necessary permits.
- ☐ Proper hand-washing is available *and used* in all booths that offer unwrapped food or samples.
- ☐ All ready-to-eat foods are being handled with a physical barrier (no bare-hand contact with ready-to-eat foods).
- ☐ Foods are under proper temperature control.
- ☐ Produce samples are washed.
- ☐ All foods are from approved sources (kitchens approved by FDA, USDA, WSDA, and/or Public Health – Seattle & King County).
- ☐ Any vendor or staff person handling unwrapped food has a Food Worker Permit.

## Frequently Asked Questions for Selling at the Farmers Market

- Q. I want to sell food in a farmers market. Are there foods I can sell for which I don't have to have a temporary permit from the Health Department?**
- A.** Yes! If you have "commercially prepared and packaged, nonpotentially hazardous foods" you are exempt from the code. That's a "legal" term for foods that are made in a kitchen approved by FDA, USDA, WSDA, &/or Public Health, then wrapped in that kitchen, opened only by the buyer, and don't require refrigeration. This includes foods like wrapped bread and commercially canned foods such as salad dressing or bottled fruit juice. Farmers selling produce or other farm products they have grown but have not been processed in any way (cut, turned into jams, etc.) are also exempt from the code. A list of other foods exempt from the code is attached.
- Q. What if I want to sell something simple like baked goods, hot dogs, and pop?**
- A.** There are lots of foods you can sell that don't require a permit, but do require that you have certain facilities like handwashing, or cold and/or hot holding equipment. Foods that require facilities for handwashing only are those unwrapped but at low risk for causing foodborne illness, such as cotton candy and roasted nuts. Handwashing facilities in your booth means having warm water, soap, and paper towels. You may use a picnic jug with at least a 5 gallon capacity and a free flowing spigot and a bucket underneath to catch the wastewater. In addition to handwashing, higher risk foods, like hot dogs, do require a limited temporary permit. The limited temporary permit list is attached.
- In order to prevent foodborne illness, we need to be certain that hands will be washed, and foods will be kept hot and/or cold enough. Whether you need a permit or not, we will visit your booth, and are required to close your operation if the safe food regulations are not being followed.
- Q. I want to sell packaged dairy products like cheese and yogurt. What do I need to do?**
- A.** You will need a limited temporary permit, and a way to keep the products below 41° F.
- Q. I am thinking of fixing foods like salads, ribs, and maybe egg rolls. I'll make them at the market. Can I do that?**
- A.** To prepare and cook foods at the market, you will need a temporary permit. The more extensive the preparation, the more safe food handling facilities you will need. Public Health will limit the amount of cooking you do if we determine there is a too great a risk for foodborne illness. Any preparation must be done in a licensed kitchen before coming to the market. If you buy supplies ahead, you must store them in an approved kitchen, not at home. We do not allow any home made foods. Any food left at the end of the day must be thrown away. Ask the market coordinator or visit our website for a temporary permit application.
- Q. Are there other things I need to know?**
- A.** *If you are selling (or giving away) food that needs a permit, you need to get your application into Public Health at least 14 days before you plan to begin operating. You will have to pay a late fee if the application is received within 5 days of operation. However, be advised that if you get your application in after the 14 day limit, and/or the foods are considered high risk, you may not be given the permit on your time schedule. The Health Department needs adequate time to work with you to assure that safe food handling processes are in place.*
- If you are selling unwrapped foods, you will need a Food Worker Permit. This permit is needed whether or not you need a permit for your booth. To get your permit you need to take a short class and pass a written test. For more information on where, when and how to get your Food Worker Permit, call the Hotline (206) 296-4791.*

## **FOODS EXEMPT FROM THE FOOD CODE AND NOT CONSIDERED AS A FOOD SERVICE ESTABLISHMENT**

- An establishment that offers only nonpotentially hazardous, non ready-to-eat, minimally cut, unprocessed fruits and vegetables
- A food processing plant or other establishment for activities regulated by the Washington State Department of Agriculture or the U.S. Department of Agriculture
- An establishment that offers only nonpotentially hazardous, ready-to-eat foods produced in a licensed food establishment or food processing plant ( such as premixed soda pop, powdered creamer, pretzels, cookies, doughnuts, cake, or meat jerky ) that are served without direct hand contact, with limited portioning, directly onto or into sanitary single-use articles or single-service articles from the original package
- An establishment that offers only nonpotentially hazardous hot beverages ( such as coffee, hot tea, or hot apple cider ) served directly into sanitary single-service articles
- An establishment that offers only dry, nonpotentially hazardous, non ready-to-eat foods ( such as dry beans, dry grains, in-shell nuts, coffee beans, tea leaves, or herbs for tea )
- An establishment that offers only prepackaged frozen confections produced in a licensed food establishment or food processing plant
- A residential kitchen in a private home or other location, if only foods that are nonpotentially hazardous baked goods are prepared and wrapped in a sanitary manner for sale or service by a nonprofit organization for religious, charitable, or educational purposes, and if the consumer is informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority
- A location where foods are prepared in a residential kitchen as noted above and are sold or offered for human consumption
- A kitchen in a private home operated as a family day care provider as defined in RCW 74.15.020(1)(f) or an adult family home as defined in RCW 70.128.010, used only to prepare food for residents and other people whom the operation is licensed to provide care
- A private home that receives catered or home-delivered food
- A private home or other location used for a private event
- A donor kitchen or a location used for a potluck

## **List of food exempt from permit and plan review**

- Commercially made caramel apples
  - Cotton candy
  - Machine crushed ice drinks with non-potentially hazardous ingredients (e.g. slurpies, icees, slushies)
  - Corn on the cob with butter
  - Individual samples of sliced non-potentially hazardous fruits and vegetables
  - Popcorn and flavored popcorn with butter and/or shake on toppings
  - Roasted nuts and roasted candy coated nuts
  - Deep fried pork skins prepared from pork skins rendered at a food processing plant
  - Whole roasted peppers for immediate service
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- Dried herbs/spices, including bulk and/or packaging processed in an approved

Note - Machine crushed ice drinks are those prepared (mixed, frozen, and dispensed) completely within self-enclosed machines after a premix has been added. This eliminates any potential hand contact with the product.

The exempt from permit and plan review products require the vendor to fill out and submit an exemption form that is available at the Environmental Health district offices:

**Downtown Environmental Health: 206-296-4632**

**Black River Environmental Health: 206-296-9791**

## **2010 LIMITED TEMPORARY FOOD SERVICE ESTABLISHMENTS**

- **Blended espresso drinks**, blenders and utensils cleaned or changed every 2 hours
- **Bacon strips**, commercially prepared, crisp
- **Commercially canned whip cream**
- **Caramel apples**
- **Cheesecake**, with non-potentially hazardous toppings
- **Chocolate dipped fruit**
- **Chocolate dipped ice cream bars/fruit bars**, dipped in booth, commercially prepared single service bars from a food processing plant
- **Churros**, commercially prepared dough with non hazardous toppings
- **Cookies**, baked on-site from commercially prepared, frozen dough
- **Corn dogs**, commercially prepared or hand dipped from commercial prepared mix
- **Demonstrations** (small portions for sampling) excludes raw milk, raw oysters, melons and demos that use raw meat, poultry or fish
- **Dippin'Dots**
- **Donuts and elephant ears**, from commercial mixes/dough, non-potentially hazardous fillings, toppings, condiments
- **Espresso coffee drinks**
- **Fish**, commercially caught, frozen, packaged, processed in a permitted facility
- **Green salad**, commercially prepared bag of salad and commercially packaged single service shelf stable salad dressings
- **Hot dogs, sausages and tofu dogs**, precooked
- **Ice cream**, scooped at the event or in the commissary (not soft serve)
- **Iced drinks** that are not exempt (machine-crushed iced drinks may be exempt per an approved Application for Exemption). Iced drinks that are not exempt include but are not limited to shaved ice with condensed/evaporated milk, Italian ice with milk and snow cones in single service containers
- **Lemonade and juices**, fresh squeezed/prepared high acid beverages but not fresh squeezed apple cider (consumer advisory required)
- **Meat**, frozen packaged in a USDA facility
- **Nachos**, made with commercially canned cheese sauce
- **Packaged Foods**, held at 41° F or below, labeled and processed in a facility under appropriate permit, including but not limited to; pasta, hummus, sauces, cheese, or single service milk and yogurt. Packaged, raw meat, poultry or fish is not included.
- **Pancakes, waffles, funnel cakes**, made from commercial mixes, non-potentially hazardous fillings, toppings, condiments
- **Peanut butter and jelly sandwiches**
- **Pepperoni and cheese pizzas**, commercially made, cooked, pre-sliced
- **Pretzels**, baked and prepped
- **Root beer floats**
- **Strawberry (or other berry) shortcake**, commercially prepared ingredients, canned whipped cream
- **Twinkies** and commercially prepared nonhazardous snack cakes and candy bars, deep fried
- **Watermelon**, sliced for consumption in eating contests only

# Farmers' Market Coordinator's Daily Checklist

Date Checked: \_\_\_\_\_

VENDOR	PERMIT PRESENT	FOOD WORKER PERMIT(S)	HAND-WASHING IN BOOTH	FOOD PROTECTED SNEEZE GUARDS	PRODUCE FOR SAMPLES WASHED	NO BAREHAND CONTACT	FOOD TEMPS *HOT: 140° and above Recheck if not hot enough		FOOD TEMPS *COLD 41° and below Recheck if not cold enough		CORRECTIVE ACTION

**Notes:** *Vendor:* List vendors by name

*Permits:* Yes or No – Have a copy of the commercial kitchen, WSDA permit etc. on site to show approved source. Meat or fish from USDA or WSDA permitted facility.

*Food Worker Permit(s):* Yes or No

*Handwashing Set-up:* Warm water, soap and paper towels and waste container available. If not set up properly, food handling must stop. Handwash must be set up prior to handling any food.

*Food Protected:* All food protected from contamination. Sneeze guards as needed.

*Barehand Contact:* No barehand contact of ready-to-eat foods, yes or no

*Food Temperatures:* Hot or cold or both, record food item plus temperature. Recheck any food temperatures that were not correct at the first round and record temperature.

*Corrective Actions:* Record what action taken (i.e. reheated, handwash set up, soap obtained , food put in refrigerator, food discarded for any “no” observed)

**FORM MUST BE KEPT ON FILE AND GIVEN TO HEALTH INSPECTOR DURING VISITS**

SIGNATURE OF COORDINATOR \_\_\_\_\_